eVA Interface and Integration - Import/Export Group

Meeting Minutes
August 21, 2003

Opening:
The monthly meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 8/21/2003 in Richmond.

Present:

Debbie Adams, UVA (phone)	Cheryl Kimball, DOLI/DCR (phone)
Eugene Anderson, DGS/DPS	Andy Kmett, VCE (phone)
Becky Barnett, DGS/DPS	Marion Lancaster, DGS
Ron Bell, DGS/DPS	Don Rainey, DGS/DPS
Marc Berlove, AMS (phone)	Jim Roberts, DMHMRSAS (phone)
Richard Brough, DSS	Tracey Rodrigues, APA
Martha Freeland, DMV (phone)	Dana Smith, VITA (phone)

A.   Approval of Agenda
1. Supplier Adoption
2. Summer User Group Meeting
3. Technical Issues
4. Data Warehouse II
5. Other Interfaces
6. Work session on vendor maintenance
7. Score card/policy issues
8. Other

B.   Approval of Minutes
Previous meeting minutes not reviewed.

C.   Issues

Open Issues

Closed Issues
No items closed at this session.

D.   New Business
1.   Supplier Adoption
- The number of vendors registered in eVA continues to increase. As of August 19, there are 13, 455 active supplier locations. If anyone has questions or problems pertaining to a specific vendor registrations, please call Karen Shaffer at 804-371-6991.

2.   Summer User Group Meeting
- The group was invited to attend the next eVA User Group meeting scheduled for September 17, 2003 from 2:30 until 4:30 at the DIT auditorium.

3.   Technical Issues
- Marion Lancaster reported several technical issues that are being addressed in fixes that will be moved to the eVA production system on the night of August 21. Those issues are as follows:

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- There is a small number of vendors that have broken indexes from supplier location to supplier. If an interface order is sent for one of these vendors, the order would be validated in Biztalk (the vendor data is there), but would have problems loading in the eMall. AMS is correcting those indexes. Marion will send the group the list of vendors.
- Some addresses were incorrectly flagged as active or inactive in Advantage due to a block size large than 1. AMS is changing the block size and correcting existing data.
- There was a problem when a vendor changed their legal name at the headquarters level. AMS is correcting the logic and existing data.
- AMS switched from physical to logical deletes on ship to and bill to addresses. On 08/21, AMS will correct the interface view so it will not see logically deleted addresses. There is still an outstanding issue on DMReports, so that the eMall Set Up reports may show addresses that have been logically deleted.
- There was a problem on Ariba Standard Reports so that the interface PO numbers did not show on the reports. This problem will be corrected on 08/21.
- When someone entered or imported an order with a part number greater than 50 characters, the data warehouse load would fail. This would cause delays in providing the order export file. That problem will be fixed on 08/21.

- Another problem is occurring, but it is not a programming bug. When importing orders, agencies must not send an attachment file with a name longer than 50 characters. Also, an attachment file must be sent for each time it is referenced by a PO. At least one agency is referencing the same attachment file name on multiple POs. This is not recommended. The safest process is to have unique file names for each attachment.

- A situation was encountered by an agency that sent a change order, but the order rejected in Ariba with the reason that nothing was changed. Marc Berlove from AMS will research and provide information to the group on what kinds of changes must be made to an order to be considered as a change order by Ariba.

4. Data Warehouse improvements
   - AMS and DGS are working on Data Warehouse II, which has a number of new features. Those new features include:
   - Holding Tank Data - Maria Hatcher is coding the logic to move interface orders that now go to the holding tank into the data warehouse on a going forward basis. There will be additional tasks to move the existing holding tank data into the data warehouse. Interface agencies should be thinking about what kinds of reporting they need from this data.
   - Vendor registration data will be included in the same data source as order data. This will provide DGS the ability to provide better reporting.
   - Portal user information will be stored in the data warehouse. This will give DGS the ability to provide better reporting on user security.
   - There is another phase of Data Warehouse II which will include, BSO history, vendor billing, Ariba CSN data, and improvements to existing data warehouse data. The most important issue for the interface group is the improvements to the existing data warehouse data. Once decisions have been made on additional data, the group will need to discuss whether/how it may affect the current interface file layout for order/requisition data.

5. Other Interfaces
   - Marion reviewed the interface survey results and the interfaces that were most desired by the survey respondents.
   - The most desired new interface is Vendor Registration Data Export (new vs. modified). The export files should match the data in the eMall (Ariba) and should include the date created and date last modified on each table. A separate file would be created for deleted vendors. This file would be provided through the Java client program and through the Reports and Documents link (Viador). SWAM information should be included.
   - The second most requested new interface is the Purchase Transaction Summary Export. Generally this is summarized purchasing information. The specifics need to be worked out with the interface design group. DGS will work with AMS to complete the work of loading interface holding tank data into the data warehouse prior to this interface being implemented.

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- Solicitation Bid Response Export is the next interface most requested. This interface will be worked on after further roll out of the eprocurement component of eVA.
- eMall Shopping Results Export was next on the survey results. This is still under discussion but research shows that this may not be technically feasible.
- Catalog CIF Export was the next item on the survey results. The interface design team will need to discuss selection criteria. There are more than 4 million catalog items, so there needs to be some way of limiting the amount of data exported.
- Invoice Export was next. This interface will not be addressed in the immediate future since there is no invoice functionality currently implemented in eVA.
- Receiving Import was not on the survey but there has been recent discussion about the benefits of having that information in the data warehouse. Agencies are asked to provide Marion Lancaster with comments on their ability to provide receiving information to be imported into the eVA data warehouse.

6. Work session on vendor maintenance
- Marion suggested that a work session be held to discuss how agencies are handling vendor maintenance between eVA and their ERP systems. Help is needed from agencies that are handling this well to present their approach to other agencies. There are some agencies that have not worked out a routine process and some agencies are just getting started on the interface design and programming work.
- The group decided to hold this work session on September 4 at 10:00, the normal time for the weekly meetings.
- Richard Brough from Social Services has already offered to present their approach. Other agency representatives that can help with this are asked to contact Marion Lancaster at 804-786-2516, mlancaster@dgs.state.va.us.

7. Score card/policy
- Ron Bell, Becky Barnett, and Eugene Anderson were at the meeting to discuss policy questions and any questions about the agency score card. There was a question about spend targets on the score card. Ron explained that the spend targets were based on specific CARS object code budget amounts and include supplies, equipment and 50% of services. Instead of including all services, 50% was used to allow for exemptions, pcard spending, etc.
- Ron suggested that the eVA Order Transaction Fees chart be emailed to the interface group.

8. Other
Debbie Adams, who is part of the interface group and an independent consultant, is an eVA registered vendor. She received an email that looks like a spam email that may have been sent to other eVA registered vendors. Debbie will send a copy of that email to Marion Lancaster for research. No one knew of any where on the eVA website that vendor email information is available for this kind of activity.

Open Action Items
- Marion Lancaster is to find out the status of the request to add the last modified date to agency's Bill and Ship to address records.
- Marc Berlove will provide information on what fields must be changed on an order to qualify as a change order in Ariba.

Closed Action Items

Prepared by Marion Lancaster

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